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10 OCT 1968

MEMORANDUM FOR THE RECORD

SUBJECT: Visit with the Office of Computer Services, DDS&T, RMO,

25X1A9a [REDACTED]

DATE OF VISIT: 3 October 1968

PROGRAM BRIEF: The OCS records management program is maintaining at about the same level as reported by the last visitor. However, since the work done in OCS in the development of records control schedules, there has been an increased interest in the records management program by the Director, OCS, the Chief, Administrative Staff, and the OCS Security Officer. The need for an OCS Registry remains, but at least a centralized mail pick-up and delivery point has been established in the executive office of the Director, OCS. The OCS/RMO has the responsibility for maintaining this station. There is no activity as regards a registry beyond this token effort because of lack of slots, etc. However, the need is recognized and efforts will be made to establish a registry as a mail control and distribution point. The OCS/RMO, himself, remains responsible for records management only as a part-time function, but he does review equipment requests, forms, and reproduction requests. He controls the implementation of the OCS records control schedules, and the vital materials deposit schedules. The records control schedule was revised recently as the result of the undersign's assistance given OCS in the movement of records and vital records to the Center recently. Also, the OCS regulations proposed by the undersigned were formally issued during the past year.

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